

WORKERS' COMPENSATION

Reporting Instructions for the Department of Human Services

**Call toll-free, 24 hours a day / 7 days a week
1-877-656-RISK (7475)**

**Claims should only be reported by the Supervisor or designee.
Employees cannot call in their own claims.**

**As soon as possible after the incident, call the toll-free number above
with the following information:**

- , Name, Address, Social Security Number, Age and Sex of Employee
- , Name of Employing Agency, Address and Telephone #
- , Date, Time and Description of Incident (How? Where? Why?)
- , Part of Body Injured and Type of Injury, Illness or Exposure to Occupational Disease (cut, fall, needle stick, etc.)
- , Hourly / Weekly / Monthly Salary
- , Name and Address of Physician / Hospital / Treatment Facility
- , Has Employee Returned to Work?

The supervisor or designee should call to report work-related injuries, illnesses and exposures to occupational disease within 24 hours. Reporting should be delayed *only* long enough for the supervisor or designee to assist the employee with receiving appropriate medical attention.

Once a claim has been reported, any correction to the above information should be made by calling the appropriate DOAS Workers' Compensation Specialist. A copy of the completed first report of injury form will be faxed to the number reported by the supervisor or designee and to the appropriate DOAS Workers' Compensation Specialist within 24 hours of the report.

Only work-related injuries, illnesses and exposures to occupational disease requiring medical care or lost time from work should be reported through the telephonic reporting system. Injuries, illnesses and exposures to occupational disease requiring only first aid or requiring no medical care should be recorded by the organizational unit as an incident only (See Attachment #3 to DHS Human Resource/Personnel Policy #1701 for the Department of Human Services Incident Report Form.) The incident report form should be maintained by the organizational unit.